Southern Ontario Library Service

SIGNAL online

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The introductory page for the Southern Ontario Library Service is www.sols.org . From that page, you can move to any other pages created by staff at the Southern Ontario Library Service, as well as to links to resources and professional information.

All issues of SIGNAL can be viewed online. However, if anyone would like to receive the e-mail version of this newsletter, please send a message to signal@sols.org . You can reach the editor of SIGNAL at signal@sols.org or by telephone at 1-866-380-9767.

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1. SOLS RSS NEWS FEED

An RSS news feed has been introduced on the SOLS home page. The purpose of this feed is to help you keep up to date on news from SOLS and events of interest to public libraries in general. RSS is a web site news feed although the acronym itself stands for Rich Site Summary or Really Simple Syndication. Instead of visiting a web site to find out what is new on that site, this information is sent to you via an RSS reader or aggregator, which may be a separate piece of software, or may be built into your email or browser. At present, the "SOLS news" and "Library news" on the home page is available in RSS at SOLS.

For those of you who are new to RSS feeds, we have step by step guides on how to subscribe to one. Please visit this site for a detailed description of how to use RSS feeds. If you need further assistance, please contact Rosanne

Renzetti, Project Manager, at 1-800-387-5765 or rrenzetti@sols.org .

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2. ANNUAL SURVEY –

Deadline for Municipal/Union/County libraries is March 31, 2007

The Heritage and Libraries Branch of the Ministry of Culture maintains statistics on public libraries in Ontario. These statistics are compiled using data from the *Annual Survey of Public Libraries*. The *Annual Survey of Public Libraries* provides important data on library services in Ontario. It is one of the requirements for receiving the provincial library operating grant, and must be completed by libraries, and organizations that contract for public library service.

Further information was delivered directly from the Ministry but, once again, staff from the Southern Ontario Library Service have been assigned to answer any questions or to provide assistance in completing the survey. The deadline for libraries and local services boards to e-file the survey is **March 31, 2007** and the staff person working with those libraries is Hélène Golden at 1-877-532-2901 or hgolden@sols.org . The deadline for First Nations libraries is **June 30, 2007** and Hélène Golden is also the contact person for that deadline.

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3. KNOWLEDGE ONTARIO

Knowledge Ontario (formerly the Ontario Digital Library) is a province-wide collaboration of libraries (public, school, college and university), archives, museums, heritage organizations, educational institutions, and community groups to create an integrated, and interactive digital environment about, and for, Ontarians. **Resources Ontario**, one of six projects (more information is posted on the Knowledge Ontario website), provides all publicly funded libraries in Ontario with access to a core suite of digital products (as of January 1, 2007). The resources and materials in these databases go beyond what is available on the Internet by offering full text of newspapers, magazines and books. Products from Thomson Gale (CPI-Q and ten other databases), and from Ebsco (Canadian Reference Centre) are available.

a) Registration for the two sets of Resources Ontario databases

Public access to the Resources Ontario databases began on January 1, 2007. Library users authenticated on a library system through the web by IP address will have access to the information in the databases. This authentication might be done by entering your library bar code number or special code. To start the authentication process, all public libraries **need to register** with Thomson Gale and also to register with Ebsco.

At the present time, **Thomson Gale** has posted a trial website at http://access.gale.com/ontario/ through which libraries can register for Thomson Gale websites. At the trial page, follow the link to "**Register your institution**" and then select the "**Public Libraries**" option to access the actual registration page. Keep in mind that this trial page is not the page that you will link to your library's website, but rather a trial page for libraries to use temporarily and to complete the registration process.

To register your library for **Ebsco's Canadian Reference Centre** database through the Knowledge Ontario project, please visit http://www.ebscohost.com/thisTopic.php?marketID=25&topicID=728 . If you are not a current customer of Canadian Reference Centre, you need to register using the link on that page marked "**Register to Access Canadian Reference Centre**"

b) Introductory Training

While "all sector" training sessions organized by Knowledge Ontario have been held in several locations, SOLS continues to organize training sessions. Further information and the registration forms are available on the SOLS website, and there is a link below in section five of this issue of ***Signal.***

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4. FUNDING OPPORTUNITY -

Ontario Trillium Foundation - Next deadlines are March 1 and July 1, 2007

The Ontario Trillium Foundation continues to offer grants to libraries in small communities and First Nation communities. Please be aware that the **Program Guidelines**, **Application Form and Tools and Tips** section have been revised, so you need to use these revised documents to apply for an OTF grant. Also, if you are applying for a **small capital grant**, up to a maximum of $15,000, there is a new simplified application form for small capital grants that is posted on the OTF website. Capital funding is used for repairs, renovations or improvements to land or

buildings and to purchase equipment to support program activities. Capital funding also supports accessibility renovations, the purchase of office equipment and musical instruments and the installation of fuel-efficient furnaces and community-centre roofs.

Under the OTF community program, applications for grants for **municipal libraries** serving small communities (populations of 20,000 or less) must be submitted through the municipality. Applications for grants for **county libraries** serving small municipalities (populations of 20,000 or less) must be submitted through the County Library Board. Applications for grants for **First Nation libraries** must be submitted through the First Nation's Band Council. A copy of the application process is posted on the Foundation's website. There is also a link to the Trillium website from the main SOLS page. The next deadline is Thursday, March 1, 2007 – at 5:00 pm on the deadline date. If you have any questions about writing your application, contact Rob Lavery at 1-800-387-5765 extension 5137 or rlavery@sols.org.

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5. SOLS TRAINING WORKSHOPS - Registration now open

A print copy of the SOLS training workshop schedule was distributed to public libraries across southern Ontario in early February. This information is also posted in the Training section of the SOLS website. Since that printing, we have added a few additional workshops, and also settled on a date that was not sorted out at the time of printing.

a) Training for Knowledge Ontario databases –

There are **four** different choices for training on various Knowledge Ontario databases. SOLS offered a number of **introductory web-based training** sessions, called **webinars**, through January and February. Webinars are "live" training sessions, in which participants view the presentation through their Web-browser and listen to the audio through their telephone. Any number of staff from a library can participate as long as they have access to a phone (or speaker-phone) and a computer. The purpose of these webinars was to introduce staff to the range of databases available, and to basic search features on the Thomson Gale databases. The web-based training was free of charge, and each session lasted approximately one hour. These webinars proved to be quite popular and three additional sessions have been added. These sessions are a repeat of the introductory webinars offered earlier. (see *"Webinars" in the Training section of the SOLS website*). The three sessions will be held on:

- Tuesday, March 27, 2007 from 10:30am to 11:30am
- Wednesday, March 28, 2007 from 2pm to 3pm
- Thursday, March 29, 2007 from 2pm to 3pm

For those staff members who prefer to work in a **hands-on lab** environment, SOLS has organized a series of 18 workshops in computer labs across southern Ontario. These sessions will be introductory in nature, and will be presented by staff from Thomson Gale. (*see Workshop #1 in the Training section of the SOLS website*)

In addition, there will be a new webinar to introduce staff to **administrative options**. This webinar assumes basic familiarity with various databases from Thomson Gale offered through the Knowledge Ontario project. This session will focus on higher-level administrative options that allow for individual institutions to customize their collection of Thomson Gale databases. This includes, but is not limited to, learning how to generate usage statistics (for both on-site and remote use), learning what search features of the search interfaces are customizable, as well as a discussion of how to change the language of the search interfaces and retrieved documents. (see *"Webinars" in the Training section of the SOLS website*). The two sessions will be held on:

- Tuesday March 27, 2007 from 2pm to 3pm
- Thursday March 29, 2007 from 10:30am to 11:30am

And finally, SOLS is offering another series of webinars on **"hot topics"**. With that groundwork in place, we are now ready to move the library staff to another level and are offering a second series of webinars. This second level of webinar will provide instructions on how to use the Thomson Gale databases to post, on the library's website, current information on high interest topics or issues. (see *Workshop #9 in the Training section of the SOLS website*). The five webinar sessions on 'hot topics' will be held on:

- Tuesday, June 5, 2007 from 10:30am to 11:30am
- Thursday, June 7, 2007 from 1:30pm to 2:30pm
- Tuesday, June 12, 2007 from 10:30am to 11:30am
- Thursday, June 14, 2007 from 10:30am to 11:30am
- Wednesday, June 20, 2007 from 1:30pm to 2:30pm

Registration for webinars, as well as the computer lab workshops, is available on the SOLS website.

b) Date selected for Workshop #2 – The other official collection: "Yes, you can buy that in French". This workshop will be held at the Cultural Centre Gallery of the Halton Hills Public Library in Georgetown on Friday, May 4, 2007 from 10am to 3pm. In the morning, learn how to enhance your French children's collection with novels girls love, books

guys read, eagerly awaited series and sequels, fact and fun books, very, very early readers, books for babies, books for projects, books on CD, books to giggle by, books to shiver by and books to remember for a long, long time. In the afternoon, staff from La Librairie de Soleil, a French-language book vendor, will have a selection of books in French relating to the morning's topic, as well as other material, for your perusal and purchase. The representative will be able to discuss with you the ins and outs of book-buying from French suppliers. Further information and the registration form is posted on the SOLS website.

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6. LIBRARY COMMITTEE MEETINGS – continue until March 12th

Library Committee meetings are held three times a year in eight areas. The meeting is a half day and is combined with a half day Clinic training event. CEO's and senior staff of libraries have an opportunity to meet and discuss common issues, and receive updates and news from SOLS staff. Further information is posted on the SOLS website. The remaining meetings are:

- Monday, March 5 - Saugeen Library Committee meeting – at Grand Valley Public Library (Meeting am, Information sessions, pm)
- Tuesday, March 6 - Lanark LC meeting at Carleton Place Public Library (Clinic am, Meetings pm)
- Wednesday, March 7– Simcoe/Muskoka District Library Committee meeting at Springwater Township, Midhurst branch (Meeting am, Information sessions, pm)
- Thursday, March 8 - Renfrew County LC meeting at Pembroke Public Library (Clinic am, Meetings pm)
- Monday, March 12 - Tri-County Library Committee meeting at the Stirling Rawdon Public Library (Meeting am, Information sessions, pm)

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7. TD SUMMER READING PROGRAM 2007

a) Website information - SOLS has supported the TD Summer Reading Program since 2000 when it was first expanded beyond Toronto. Each year, we organize the ordering process for libraries in southern Ontario, deliver all of the materials to SOLS' libraries, post information about booklists, clip art and other program ideas on our website, as well as organize a number of orientation sessions. Last summer, 172 libraries in southern Ontario participated and distributed more than 125,000 kits of booklets and posters for use by children in the program. With this year's theme of "**Lost Worlds / Civilisations disparues**", it is expected that over 250,000 youths from across Canada will be reading books and having fun.

The staff at Library and Archives Canada are now building the website for the 2007 TD Summer Reading program which you can find at http://www.td-club-td.ca/ . After selecting the language in which you wish to work, there is a page with introductory information. LAC staff have now posted the booklists and an electronic copy of the poster. It is expected that the electronic version of other pieces of the clipart will be posted on the LAC website in mid-March.

b) Training and Orientation- there will also be several other opportunities to learn more about the TD Summer Reading materials and in the program in general.

TPL Orientation sessions outside of Toronto - SOLS has asked the members of the TD Summer Reading Program Committee at the Toronto Public Library to run three orientation sessions at various locations across southern Ontario. These locations will be as follows:

- Kitchener PL, Grand River Stanley Park branch –Thursday, April 26, 2007 from 1pm to 4pm
- Barrie Public Library – Thursday, May 10, 2007 from 1pm to 4pm
- Haldimand County Library, Caledonia branch– Friday, May 11, 2007 from 1pm to 4pm

(see Workshop #7 in the Training section of the SOLS website)

Library staff in eastern Ontario should check out the workshop entitled "Lost in the World of Summer Planning? Exciting Program Ideas for Children and Teens (and Information-Sharing afternoon) for a special workshop on summer programs tied in with Children's Special Interest Group meetings. (see Workshop #8 in the Training section of the SOLS website)

The Ottawa Public Library will hold an orientation session for the TD Summer Reading program on the morning of Friday, March 30, 2006. There is no fee for the OPL orientation session, but to attend you must register at training@sols.org

TPL Orientation sessions in Toronto - In addition to the three TD Summer Reading Club orientation sessions hosted by SOLS, **Toronto Public Library** has invited staff from other libraries to attend orientation sessions offered at their branches. These sessions will be held at various branches from Tuesday May 1 to Friday May 4. Further

information about the sessions is posted under Workshop #7

8. LIBRARY TRUSTEE INFORMATION

a) Library Board Orientation Kit - The fifth edition of ***Library Board Orientation Kit*** was published in 2004. Originally called the ***Trustee Orientation Kit***, this publication began in 1991 as a component of the Library Trustee Development program that was led by the Southern Ontario Library Service (SOLS) and supported by Ontario Library Service-North (OLS-N), with the assistance of the Ministry responsible for public libraries. For the first five editions, a print copy was distributed to each trustee and CEO in Ontario public libraries. However, please be aware that for the 2006 round of municipal elections, there will not be a new edition of the ***Library Board Orientation Kit***, nor will additional copies of the print version be available for distribution this year.

Through the changes made over five editions, we feel that the text remains just as relevant today as it did in 2004. Rather than re-distribute a new edition, or more print copies of this edition, we suggest that you continue to use the same copies where there are returning trustees. You might also be able to pass along copies of the ***Library Board Orientation Kit*** used by retiring trustees, or if you wish, you can make copies of the publication using a print copy that you might have or by using the downloadable copies available in the publications section of the SOLS website.

At that site, you will find several options. You can just add the one page addendum to the front of each existing 2004 kit. To complete the kit revisions, you would also add the pages showing the updated list of "Acronyms and Selected Terms", in Module 1. If you wish to actually replace the pages in each existing kit, where a change has been made, versions of these six individual pages are provided. Again, to complete the kit revisions, you would also add the pages showing the updated list of "Acronyms and Selected Terms", in Module 1. And finally, if you wish to print off new copies of the complete 2004 version of the ***Library Board Orientation Kit***, including the six corrected pages, files are provided to you. If you have any questions about this publication or the update, please contact trustees@sols.org

b) Trustee Council meetings – April 14 to April 28

Trustee Councils meet twice a year and all public library boards may send a representative. While all appointed trustee council representatives will receive a print mailing of the agenda, the dates of the upcoming meetings, in chronological order, are as follows. Further information is posted under "Networking Opportunities"

- Trustee Council 7 – Saturday, April 14, 2007 from 10am to 1pm - Renfrew Public Library
- Trustee Council 5 – Saturday, April 14, 2007 from 9:30am to 12:30pm – Ajax Public Library - Main
- Trustee Council 2 (Escarpment) – Monday, April 16, 2007 from 6pm to 9pm - Grimsby Public Library
- Trustee Council 4 - Wednesday, April 18, 2007 from 6pm to 9pm - Springwater Twsp. Public Library - Midhurst branch
- Trustee Council 6 – Saturday, April 21, 2007 from 10am to 1pm - Brighton Public Library
- Trustee Council 3 - Monday, April 23, 2007 from 6pm to 9pm - Bruce County Library - Chesley Branch
- Trustee Council 1 – Saturday, April 28, 2007 from 10am to 1pm– St. Thomas Public Library
- Trustee Council 8 – Saturday, April 28, 2007 from 10am to 1pm - Augusta Township Public Library

9. JOINT OLS-N/SOLS CLEARINGHOUSE NEWS

The Joint OLS-North/SOLS Clearinghouse of Professional Information is a comprehensive source of information on a diverse range of library topics. It provides links to OLS-N and SOLS information, as well as external sources. You may browse the Clearinghouse using the topical subject list (the default page), or view the same subjects in an A-Z alphabetical list. The Clearinghouse is continually being updated with new headings added and new links created.

From the topical index page, there are a number of links under the subject 'Technology'. One of the headings is 'Public Internet Access'. This section provides links to a variety of levels of information that public libraries require when dealing with issues around public Internet access, as well as maintaining websites. New links have been added to this page under the heading "Wireless Access".

Another heading in the 'Technology' subject of the topical index page is 'Technology Planning'. This section lists resources that may be helpful to libraries as they plan and manage computer technology projects, library automation and Internet connectivity projects. On this page, there is also a heading called 'Wireless'. In that sub-section, you will find a link to a tool for evaluating your need for wireless access in the library.

Another heading in the topical index is 'For Management'. One of the topics in this group is 'Community Development'. This section includes general links and resources related to community development and the public library's role in community development. Within the 'Community Development' section, several new links have been added under the heading of 'Libraries as Cultural Planners' including:

- Are We a Creative Community? (Hill Strategies Research) 2007. Leadership and collaboration are presented as the two key aspects involved in creating and maintaining a vibrant cultural centre.
- Capitalizing on Culture (Saskatchewan Institute of Public Policy) 2006. "Two powerful issues: the development of our cities and the nature of culture as a public good".
- Cultural Vitality in Communities: Interpretation and Indicators. (Urban Institute) The 2006 report outlines measures of the many ways in which people participate in arts and cultural activity -- "as practitioners, teachers, students, critics, supporters, and consumers".

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10. SOLS BOARD SUMMARY - FEBRUARY 2007

Policy Development – Ends Policy Review - At the February meeting, the Board began work on the Ends policies of the organization. Ends policies must answer three questions: What good? For which people? At what cost? In answering these questions, the Board sets the framework for the organization. The policies will guide SOLS for the next few years and form the basis for the next service plan. The session was led by Caroline Oliver, a leading expert in the field of board governance and an internationally recognized authority on Policy Governance®. The Board's discussion focused on the question of ownership and what benefits SOLS delivers and to whom. At the conclusion of the discussion, the Board had completed a draft set of Ends policies. The CEO has been asked to interpret these policies vis à vis their impact on services.

The Board has also requested a meeting with the Minister of Culture to discuss them. Ends policy discussions will continue at the June Board meeting.

Policy Development – By-Law Revision - Municipal council terms and local library board terms have recently been changed from three to four years. The Board passed a By-Law amendment to change its term to four years as well. The term will continue to be displaced from the local library board term by one year to give new trustees an opportunity to gain experience locally and regionally prior to being asked to consider standing for SOLS' Board. The next round of elections to SOLS' Board will be held at the Spring 2008 Trustee Council meetings. The new term will begin with the June 2008 SOLS' Board meeting and end in 2012.

Assurance of Funding – Fundraising - In April, SOLS' Board launched its 2006 campaign to solicit individual donations for SOLS' Innovation Fund. The intent of this fund is to allow us to take advantage of new products and services that can be offered to our libraries.

For the last two years, the Fund has been used to subsidize library participation in the COOL shared ebook collection which is primarily a reference collection. SOLS and OLS-North have paid $100 for First Nations libraries and libraries serving populations of less than 15,000 to join the collection. In 2006/07, 71% of small libraries in SOLS (61 libraries) and 20% of First Nations libraries in SOLS (5) participated in the ebook collection for a participation rate of 55%. The Board has decided to continue to support this project for 2007/08 and set a fundraising target of $15,000.

SOLS is a registered charity and issues tax receipts for all donations. Donations may be made through Canada Helps by clicking "Support SOLS" on our website.

Linkage Development – SOLS Reception at OLA Conference - SOLS hosted a reception at the OLA conference this year. Over 130 people attended, including Deputy Minister Lucille Roch and Robin Cardozo, CEO, Ontario Trillium Foundation. We were delighted to receive so many people and provide such an opportunity to meet with colleagues and to talk to two important representatives of funding agents for public libraries.

Operations Planning Quarterly Update - An update on SOLS' services is available.

Next Board Meeting - The next meeting of SOLS' Board is scheduled for Friday June 8, 2007 for the evening and Saturday, June 9, 2007, from 9:00 a.m. to 4:00 p.m. at SOLS' office in Toronto. Subsequent meetings are confirmed for October 12/13, 2007 and February 8/9, 2008.

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11. ADDITIONAL TRAINING OPPORTUNITY

Libraries offering workshops for their own staff or community often contact us to issue an invitation to neighbouring libraries. In April, Barrie Public library is presenting *Employment Law Tune-Up: Essential Information and Coaching for Employers*. Paul Wearing, the Barrie Public Library Board's labour and employment law counsel, is offering practical tips and analysis for employers on Bill 107, the ***Human Rights Code Amendment Act, 2006*** and trends in employment law litigation. There is no fee, but you must register for this program beginning Monday, March 19th by calling the Barrie Public Library at 705-728-1010 and selecting the programme registration option, then the Employment Law option. You can also register by e-mail by contacting adorsey@barrie.ca . The workshop date is Monday April 2nd from 1:30 p.m. to 4 p.m. A full program description is available from the library's website.

12. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS. This month, this message was distributed through the SOLSCEO list:

- On February 1st, Sue Walls sent a message which announced the winners of the *Telling Our Stories Telling Our Stories – A Province-Wide Writing Contest About the Magic of Public Libraries*. In all, 752 stories were submitted online and with over 15,000 public votes. The three top English and three top French story submissions were announced at the OLA. English story winners were as follows: First prize winner – Geoffrey Snow from Waterford; second prize winner – Jack Nahrgang from Kitchener; and third prize winner - Jennifer Milne from Bracebridge. French story winners were as follows: First prize winner – Mahalya Havard from Plantagenet; second prize winner – Marie-Claire Vignola from Verner; and third prize winner – Francine Lafortune from Sudbury. These six winners were awarded cash prizes (First prize $1,500; Second prize $1,000; Third prize $500 in each language).

If you did not receive this message, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, ext. 4, or by e-mail to helpdesk@sols.org

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